

# OREGON STATE HOSPITAL

## POLICY

**SECTION 1:** Administration **POLICY: 1.016**

**SUBJECT:** OSH Delegation of Authority

**POINT PERSON:** Superintendent

**APPROVED:** Dolores Matteucci **DATE: APRIL 13, 2023**  
Superintendent

**SELECT ONE:**  New policy proposal  Minor/technical revision of existing policy  
 Reaffirmation of existing policy  Major revision of existing policy

### I. PURPOSE AND APPLICABILITY

- A. The Oregon State Hospital (OSH) is a division of the Oregon Health Authority (OHA), an Executive Branch state agency led by the Governor-appointed Director of OHA. Oregon statutes require the Director of OHA to appoint the Superintendent of OSH, who serves as the executive head of OSH.
- B. The Director of OHA serves as the governing body for OSH, providing – among other things – delegated authority to the OSH Superintendent for standing meetings, privileging/credentialing of licensed independent practitioners, and other duties prescribed by statute and necessary for the public good.
- C. OSH recognizes that to conduct business and to have an effective plan of succession, certain authority must be delegated from the OSH Superintendent to other appropriate hospital staff. This policy describes OSH executive authority delegations and executive responsibilities.
- D. This policy applies to all staff.

### II. POLICY

- A. The OSH Superintendent reserves all authority authorized by OHA and law.
- B. Persons receiving delegated authority under this policy may not further delegate that authority, unless otherwise noted by this policy, the OSH Superintendent, or other OSH policy.

- C. The OSH Superintendent establishes and delegates authority to the OSH Executive Team. Via the OSH Executive Team, the Superintendent and the OHA Director bring together executive OSH leaders to establish organizational priorities, make executive decisions, and keep OSH on track toward its goals.
1. OSH Executive Team responsibilities and delegations are as described in Attachment A.
  2. Procedures A describes and clarifies OSH executive delegated responsibility (i.e., identifies who the responsible executive leader is for each OSH campus at all times).
- D. The OSH Superintendent delegates administration and oversight of financial authority at OSH and Pendleton Cottage to the Chief Financial Officer. The Chief Financial Officer establishes and maintains a system to delegate signature authority, including financial authority, at OSH and Pendleton Cottage (Procedures B).
- E. The OSH Superintendent delegates administration and oversight of Pendleton Cottage to the Pendleton Cottage Program Director.
- F. The OSH Superintendent may delegate responsibility and grant authority ad hoc as required. The Superintendent maintains a file of such delegations.
- G. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.
- H. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

### **III. DEFINITIONS**

- A. "Staff" includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

### **IV. PROCEDURES**

- Procedures A OSH Executive Delegated Responsibility  
Procedures B Signature Authority Delegation

### **V. ATTACHMENTS**

- Attachment A OSH Executive Team

**VI. RELATED OSH POLICIES AND PROTOCOLS**

All OSH policies and protocols

1.005 Information Technology Hardware and Software

4.007 Capital and Non-Capital Assets

4.012 Medical Equipment or Goods and Outside Medical Service Purchase

4.018 OSH Purchase Process: Supplies, Assets, and Equipment

4.020 Contracts at Oregon State Hospital

5.028 Electronic Time Management System

9.002 Training for Staff

**VII. REFERENCES**

All applicable collective bargaining agreements and contracts

42 CFR §482.12

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.01.01.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.01.02.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.01.03.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.01.04.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.02.01.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.02.02.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.02.04.01 Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2023). *The joint commission comprehensive accreditation manual for behavioral healthcare*, LD.03.02.01 Oakbrook Terrace, IL: Author.

Oregon Revised Statute § 179.321.

Oregon Revised Statute § 179.331.

Oregon Revised Statute § 179.360.

Shared Services Delegated Signature Authorization (MSC 286) [form]